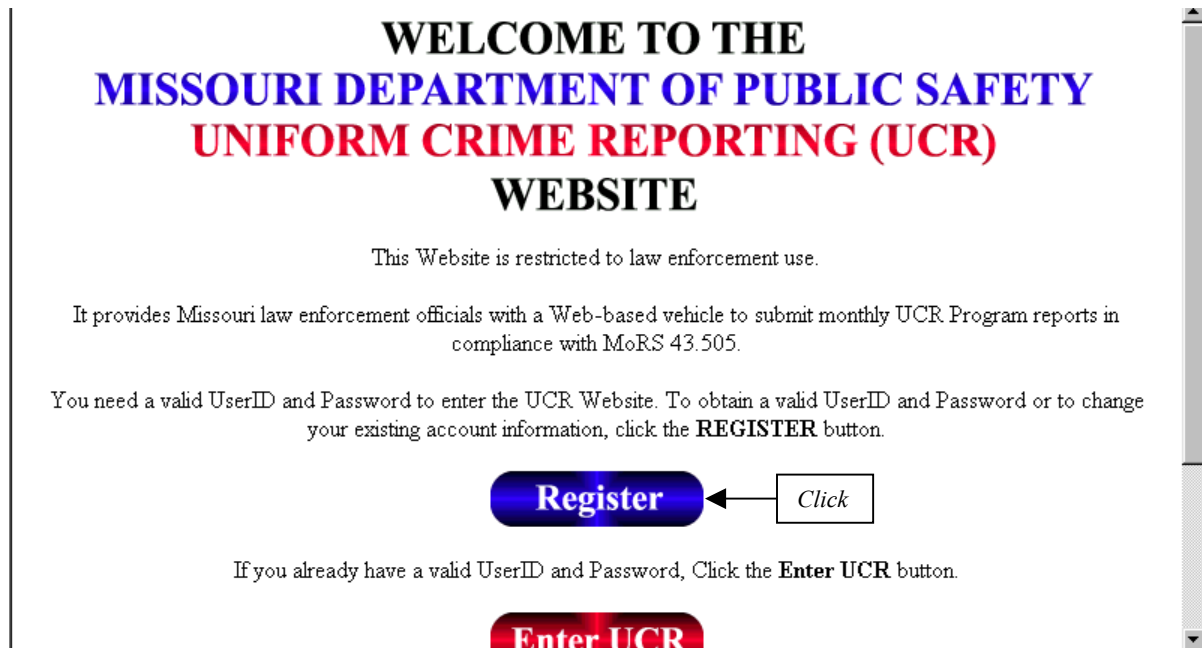


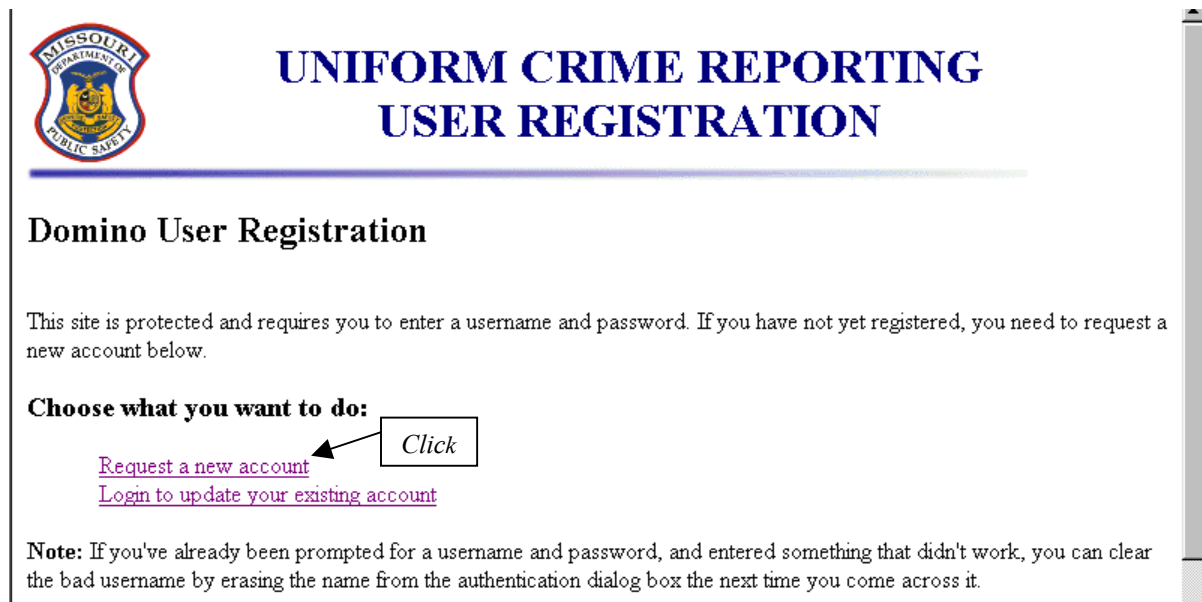
UCR Help – Registering for a New Account

First time users of the UCR web page are required to open a new account for their agency and register all users of that agency who will be entering UCR monthly reports. To open a new agency account, use these following steps:

1. Click the “**Register**” button on the UCR Welcome Screen.



2. Click the “**Request a new account**” link on the UCR Registration Screen.



3. Complete the User Registration Form (shown below) by entering:

First Name: This field is required and it is case sensitive. **Case sensitive** values must always be entered exactly as set during registration.

Middle Name: This field is not required but is **case sensitive**. If you use this field during registration you must use it each time you enter the website.

Last Name: Required and **case sensitive**.

Agency ORI: Required. Use the scroll bar to select your ORI. Make sure you select your department's ORI. If you will be reporting independent stats for another agency, call the program office. (**Do not** register again.)

Phone Number: Required. Provide the most complete telephone number where the Program Office can reach you, including extensions.

E-mail: Required. Provide the email address that is to be used for correspondence from the UCR Program Office. You should double check to insure that this is the same email address provided to the Program Office in the MoUCR Survey. If you are unsure send an email to the Program Office.

Password Description: Required. Enter a description of the password you will use. For example, if you use your pets name for a password, you might use "Pets Name" as the password descriptor. The purpose of this field is to jog your memory in case your password is forgotten.

Password: Required and **case sensitive**. A computer-generated password will be provided for you. If you do not wish to use the provided password, delete it by backspacing or typing over it. Enter a password that you select. The password should be an alphanumeric mix and must be at least 3 characters in length. If you use the computer-generated password, make sure you keep a written copy of it in a safe place because the Program Office has no record of it. Call the Program Office if you forget your password.

User Registration Form

All Fields marked with * are required

First Name: *

Middle Initial: *

NOTE: Only enter a middle initial if you want it to be part of your UCR user id.

Last Name: *

NOTE: Your UCR User ID will be your FirstName + MiddleInitial + LastName

Agency ORI: *

Phone Number: *

E-mail: *

Password Description: *

Password: *

This question will be asked to help you remember your password if you forget it. This is a random password. Feel free to change it.

4. Click “**Submit Request**” button. Your request for a new account will be delivered to the MoUCR Program Office. Once approved, you will receive an email stating your account has been approved and the UCR website will be available to submit your agency's reports.